



MARICOPA WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE MEETING MINUTES

Thursday, August 13, 2015 at 12:30 P.M.
Maricopa County Human Services Security Building
234 N. Central Avenue 3rd Floor, Arizona Room
Phoenix, Arizona 85004

To attend via Conference call:
Please dial: 1.877.820.7831
Access Code: 204107

Members Present: Steve Troxel, Kelsie McClendon, Patricia Wallace, Shellie Frey, Tony Maldonado, Jim Godfrey, Marie Sullivan

Members Absent: Rick McCartney

Staff Present: Nancy Avina, Stacey Faulkner, Bruce Liggett, Jacqueline Edwards

Guests Present: None

I. Call to Order

- a. Steve Troxel, Chair called the meeting to order at 12:42 p.m.

II. Discussion, Review, and Possible Action

- a. Bylaws/Workforce Development Board (WDB)
 - Steve Troxel gave a brief opening statement about updating bylaws, and his review of current bylaws.
 - Patricia Wallace, WDD Director informed Jacqueline Edwards, Strategic Planning & Policy Manager would give briefing on draft bylaws.
 - Bruce Liggett, HSD Director gave brief statement before review, including timelines of bylaws, need to be provided to state by October 1st. Jacqueline to share best practice research. Executive committee to review before Board of Supervisors (BOS) approve in early September.
 - Jacqueline Edwards gave explanation and overview of basis of the work before review. Used WIOA law and Regulations from DOL to revise current bylaws. There were sections that were not in the current bylaws that are now required. Looked at States and other Workforce areas as well as bylaws.
 - There are areas that were not detailed clearly, weren't listed on current bylaws, or weren't detailed as needed to meet WIOA requirements: authorization section, purpose, membership, meetings, and conflict of interest. Needed to add or/and detail more: duties and responsibilities, local board chair elections, election of officers, delegation of local board duties, committees, conflict resolution, compensation, and compliance also section to address amendments in future to bylaws.
 - Jacqueline began review on page 1 of draft by laws.
 - **Article I Name and Establishment** Section 1 and 2, Jacqueline Edwards reviewed each section in article I. Executive committee members provided feedback, and had questions on Section 1 and 2. Executive committee members suggested review on verbiage and wording. Jacqueline Edwards provided explanation and addressed executive committee member questions. Patricia Wallace added additional comments. Extensive discussion was held on this article. Steve Troxel

in interest of time and having to go through 14 articles, looking to pass this bylaw amendment, striking last sentence entirely can reconvene and address later time.

- **Article II Area Served** Jacqueline Edwards reviewed Article II. Executive committee members provided feedback and had few questions. Jacqueline Edwards addressed questions.
- **Article III Purpose** Jacqueline Edwards reviewed Article III. Marie Sullivan commented section supports removing all actions are advisory.
- **Article IV Compliance, Role, and Methods** Jacqueline Edwards reviewed Article IV Section 1, A through N. Responsibilities of WDB; most have not changed new ones: career pathways and technology, wording hasn't really changed either. Executive committee members provided comments and feedback. Patricia Wallace provided additional comments. Jacqueline Edwards provided explanation. Extensive discussion was held on this article.
- As point of order Steve Troxel suggested; as reviewing each article vote on as it stands, and move forward.
- **Article I Name and Establishment**, section 1 and 2, Steve Troxel made a motion to vote and accept as worded. **Shelly Frey made motion to approve Article I section 1 and 2 as is. Marie Sullivan seconded motion. Ayes 1. Opposed 3. Abstained 2. Motion was not carried.**
- **Article II Area Served**, Steve Troxel made a motion to vote and approve as written. **Kelsie McClendon made motion to approve Article II as written. Marie Sullivan seconded motion. Ayes 6. Opposed 0. Abstained 0. Motion carried.**
- **Article III Purpose**, Steve Troxel made a motion to vote and accept as written. **Kelsie McClendon made motion to approve Article III as written. Marie Sullivan seconded motion. Ayes 6. Opposed 0. Abstained 0. Motion carried.**
- **Article IV Compliance, Role, and Methods**, Section 1, Kelsie McClendon had additional discussion. Marie Sullivan made motion to move forward on section 1 of Article IV noting amendments to some sections based on recommendations. Jacqueline Edwards continued review on Section 2 (methods) before vote. Executive Committee members had additional comments. Steve Troxel made motion to vote and keep Article IV as written. **Jim Godfrey made motion to approve Article IV as written. Tony Maldonado Seconded motion. Ayes 2. Opposed 4. Abstained 0. Motion was not carried.**
- **Article V Staffing and support** Section 1 Jacqueline Edwards reviewed Article V. Steve Troxel made a motion to vote and accept as written. **Marie Sullivan mate motion to approve Article V as written. Jim Godfrey seconded motion. Ayes 6. Opposed 0. Abstained 0. Motion carried.**
- **Article VI Membership** Section 1 and 2, Jacqueline Edwards reviewed each section thoroughly. Executive committee members provided comments and feedback. Patricia Wallace provided additional comments. Jacqueline Edwards provided further explanation. Extensive Discussion held on this article.
 1. **Section 1 A – I**, with exception of diversity in membership change recommended Steve Troxel made motion to accept Section 1 A – I as written. **Marie Sullivan made motion to approve Section 1 with diversity in membership change. Jim Godfrey seconded motion. Ayes 5. Opposed 0. Abstained 0. Motion carried.**
 2. **Section 2 A – I**, Steve Troxel made motion to accept Section 2, A – I as written. **Marie Sullivan made motion to approve Section 2. Jim Godfrey seconded motion. Ayes 5. Opposed 0. Abstained 0. Motion carried.**
 3. **Section 3 A**, Steve Troxel made motion to approve section 3 A as is. **Marie Sullivan made motion to approve Section 3. Tony Maldonado seconded motion. Ayes 5. Opposed 0. Abstained 0. Motion carried.**

4. **Section 4 A – D**, The executive committee will accept section 4 as written with the removal of last sentence of B, and striking the first sentence of C “with a two consecutive term limit for members” clause. Steve Troxel made motion to approve Section 4 with changes. **Tony Maldonado made motion to approve Section 4. Shellie Frey seconded motion. Ayes 5. Opposed 0. Abstained 0. Motion carried.**
 5. **Section 5**, Steve Troxel made motion to approve Section 5 as written. **Marie Sullivan made motion to approve Section 5. Shellie Frey seconded motion. Ayes 5. Opposed 0. Abstained 0. Motion carried.**
 6. **Section 6**, Steve Troxel made motion to approve Section 6 as written. **Marie Sullivan made motion to approve Section 6. Shellie Frey seconded motion. Ayes 5. Opposed 0. Abstained 0. Motion carried.**
 7. **Section 7**, Steve Troxel made motion to approve Section 7 as written. **Marie Sullivan made motion to approve Section 7. Shellie Frey seconded motion. Ayes 5. Opposed 0. Abstained 0. Motion carried.**
 8. **Section 8**, Steve Troxel made motion to approve Section 8 as written. **Marie Sullivan made motion to approve Section 8. Shellie Frey seconded motion. Ayes 5. Opposed 0. Abstained 0. Motion carried.**
 9. **Section 9**, Steve Troxel made motion to approve Section 9 as written. **Shellie Frey made motion to approve Section 9. Marie Sullivan seconded motion. Ayes 5. Opposed 0. Abstained 0. Motion carried.**
- **Article VII Officers and their Election** Jaqueline Edwards began review of Article VII. Executive Committee provided comments and feedback. Extensive Discussion held on this section.
 - Discussion and concerns on timeline and deadline of approval of bylaws. Continue bylaws review on Tuesday, August 18, 2015 at 9:00 a.m. prior to full board review.